



# JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

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## ASSOCIATE ACCOUNTING ANALYST

\$4,619.00-\$5,616.00

### ACCOUNTING SERVICES BUREAU SACRAMENTO

**RESPONSIBILITIES:** Under the general supervision of the Accounting Administrator I, (Supervisor) in the Revolving Fund Unit, the Associate Accounting Analyst is responsible for the complex technical, professional accounting responsibilities related to the payroll and the payment of travel expense claims and travel related invoices. This includes gathering data and preparing analysis on various complex accounting issues, and assisting in maintenance of automated systems to enhance the efficiency of the accounting process. The incumbent will act as a Lead over the implementation of new CalATERS Global.

#### DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Knowledge and experience of the principles and practices of CALSTARS and CalATERS/CalATERS Global.
- Strong analytical and problem solving experience.
- Ability to plan, organize, multi-task, and establish work priorities to meet deadlines
- Excellent written and oral communication skills with a wide range of individuals (e.g., managers, supervisors, staff, customers, executives).
- Expertise with Microsoft products such as: Excel, Outlook, Word, Access and PowerPoint.
- Ability to establish and maintain cooperative relations with those contacted in the work.
- Ability to provide and coordinate training.
- Ability to prepare clear, complete and concise written reports.
- Ability to work independently as well as work cooperatively as a team member.
- Ability to be flexible in adapting to changes in priorities, work assignments and other interruptions to effectively respond to demanding situations and to complete projects and assignments.

**WHO MAY APPLY:** Applications will be accepted from current California State employees at the Associate Accounting Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, and reinstatement, transfer, or list eligibility) on the state application.***

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Tina Brown, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300,

05/28/13 tb

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#### DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF  
RACE, COLOR, CREED, NATIONAL ORIGIN  
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,  
AGE OR SEXUAL ORIENTATION.

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Sacramento, CA 95814. Please indicate "Associate Accounting Analyst, #192-4588-003" on the State application. For additional information, please call (916) 492-3351.

**FINAL FILING DATE:** June 7, 2013 – Close of Business (5:00 p.m.)

**NOTE:** Interested individuals, including last eligibles, must submit applications by the final filing date in order to be considered for this position.

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